Washington State
Department of Financial Institutions
EXAM REGISTRATION SHEET

These instructions are to assist candidates with registering for the Designated Mortgage Broker
or Loan Originator licensing exam.

Login on Promissor.com

1. Enter www.Promissor.com into your browser address bar and press the **Enter** key or click on **Go**.
2. Click on the **Mortgage Lenders** link located under the *Test Taker Information* section of the Home Page.
3. Select **Washington State DFI - Mortgage** from the drop-down pick-list and click on the **Go** button.
4. Under the *Testing Services* section, locate and click on **Exam Registration – Log-in**.

   Note: If you need to take a test but do not already have an account, refer to the *Create an Account* section of this tipsheet.
5. Enter your Log In ID and Password and click on the **Log In** button.

Schedule a Test

1. Click on the **Schedule a Test** link located on the left navigation panel under the *My Tasks* header.
2. Select the testing category, company, association, or agency sponsoring your test from the drop-down pick-list.
3. Select the appropriate test program.
4. Select the test you wish to take.
5. Click on the **Continue** button.
6. Select the country, state, city, and test center name/ address at which you will be taking the test.

   Note: Select carefully as there may be multiple testing centers for your selected exam and city.
7. Click on the **Continue** button.
8. Select the date you wish to take the test by clicking on the **date link** in the calendar icon.
   Note: Available dates will be displayed as hyperlinks and will be underlined.

9. Select the desired time by clicking on the **time link** located to the right of the calendar. A confirmation screen will display.
10. Review your selection for accuracy.

11. Click on the **Proceed To Checkout** button to complete your registration.
12. Review your personal information in the *Account Information* window and click on the **Change** button if updates are necessary.
13. Select credit card, voucher or direct debit from the *Payment Method* section of the screen.
14. Click on the **Continue** button to proceed.
15. Enter your credit card, voucher or bank account information as instructed online.
16. Click on the **Continue** or **I Authorize This Transaction** button to process your payment.

> **IMPORTANT:**
> To prevent being charged twice for a test, **DO NOT** click on the *Continue* or *I Authorize This Transaction* button more than once per transaction.

17. Review your final reservation details.

Create an Account

1. Enter www.Promissor.com into your browser address bar and press the **Enter** key or click on **Go**.
2. Click on the **Mortgage Lenders** link located under the *Test Taker Information* section of the Home Page.
3. Select **Washington State DFI - Mortgage** from the drop-down pick-list and click on the **Go** button.
4. Under the *Testing Services* section, locate and click on the **Exam Registration – Create Account** link.
5. Enter your personal data into the account form.
   Note: A bolded item indicates that the field is a required field.
6. Click on the **Save** button when all data has been entered.
   Result: A confirmation page will display the following message: *You have been issued a Test Taker account for the CATGlobal Testing Network. Your ID and password appear below.*
7. Make a note of your new account name and password for future use and then click on the **Schedule a Test** link or click on the **Continue** button to proceed into the registration system.